



425 Lafayette Street
New York, NY 10003

Communications Associate - Joe's Pub at The Public

Joe's Pub at The Public is one of New York City's most celebrated venues for emerging and established performance artists. Named for Public Theater founder Joe Papp, Joe's Pub debuted in 1998 and plays a vital role in The Public's mission of supporting young artists while providing established artists with an intimate space to perform and develop new work. Joe's Pub presents talent from all over the world as part of The Public's programming downtown at its Astor Place home, hosting approximately 800 shows and serving over 100,000 audience members annually.

Joe's Pub is looking for a full time Communications Associate to perform a range of administrative, marketing and press activities to facilitate the efficient operation of the organization. Press, marketing and/or arts administration experience is a plus. This position will report to the Press Manager and Marketing Manager of Joe's Pub.

Responsibilities:

- **Marketing:**
 - Execute promotional print and digital marketing materials
 - High-volume show building in CMS (Episerver) and ticketing back-end (Tessitura)
 - Make timely copy and image edits to show pages on CMS
 - Manage updates to content on Joe's Pub website and subpages
 - Create and send weekly eblast to 100,000+ patrons and segmented genre/show-specific eblasts using Wordfly
 - Manage artist photo database and liaise with in-house graphic design team
- **Press:**
 - Draft and send weekly press releases, news alerts and other materials
 - Maintain database of press contacts and do in-depth media outlet research
 - Compile press highlights for institutional reporting
 - Field press ticket and material requests
- **Social Media:**
 - Lead and execute Joe's Pub social media presence in partnership with social media consultants (including generating posts, scheduling, responding to comments and overall social media strategy)
 - Collaborate with Press and Marketing managers to develop multi-media assets for artists and institution
- **Department:**
 - Compile and maintain information on The Public Theater's internal intranet database
 - Support Joe's Pub Artist Development programs (New York Voices, Joe's Pub Working Group, Vanguard Residency)
 - Sending ticket counts to artists / representatives
 - Respond to ticketing and customer-service requests internally and externally

Requirements:

The ideal candidate will:

- Be highly organized, detail oriented, systematic, strong time management skills, and works well in a team
- Have strong written and verbal communication skills
- Have knowledge of programs within Microsoft Office suite, Photoshop, InDesign & Illustrator
- Be proficient in social media platforms, including but not limited to: YouTube, Twitter, Facebook, Instagram and social media management tools like Hootsuite
- Be passionate for working in a diverse work environment
- Have a working knowledge of New York City music/arts scene
- Be a self-motivated, creative, forward thinker
- Have experience and/or interest in graphic design
- Be confident working with Content Management Systems

The Public is committed to equity, diversity and inclusion and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a Non-exempt position according to the Fair Labor Standards Act.

Please send cover letter and resume to: **jobs@publictheater.org**